



To all Parish/ Town Council Clerks

Our ref: Coronavirus Act 2020
Please ask for: Cara Hopkinson
Direct Dialling: (01909) 533252
Email: cara.hopkinson@bassetlaw.gov.uk

7th April 2020

Dear Parish/ Town Council Clerk

Coronavirus Act 2020

I am writing to update you on emergency legislation that has been made to support local authorities including Parish and Town Council's in response to Coronavirus.

Two sets of regulations have been made under the Coronavirus Act 2020. The first set enables meetings before 7 May 2021 to be held remotely and removes the requirement for the annual meeting this year. The second set postpones until 6 May 2021 local by-elections and other polls, either scheduled or which would otherwise arise before that date.

Local authorities, Parish and Town Council's can therefore decide not to hold the legally prescribed annual meeting. Where meetings are held, there is the flexibility to hold them at any time of day and on any day, to alter how frequently they are held and to move or cancel them without further notice.

Where a local authority does not hold an annual meeting, current appointments will continue until the next annual meeting or when the council determines.

Meetings may be held remotely including via telephone conferencing, video conferencing, live webchat and live streaming. Remote attendance by members counts for other purposes such as the six month rule on attendance, and for allowances. Members of the public and press may also access meetings remotely rather than in person.

The regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

You can find the regulations and supporting documents on the legislation.gov website <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

CARA HOPKINSON
Democratic and Electoral Services Manager